City of Seattle Department of Neighborhoods
Neighborhood Matching Fund Program

SMALL AND SIMPLE PROJECTS FUND
2003 Application Reminders

Before completing and submitting a Small and Simple Projects Fund application, have you read the Neighborhood Matching Fund Guidelines and discussed the project idea with a Neighborhood Matching Fund project manager to ensure that the project is a good fit for the Fund? You can receive a copy of the Guidelines and talk to a project manager by calling 206-684-0464.

Also, remember the following:

1. **Deadlines are firm.** For 2003 they are:

   • Monday, January 27
   • Monday, April 21
   • Monday, July 21
   • Monday, October 20

   The applications and attachments must be received by 5:00 p.m. at the Department of Neighborhoods or any Neighborhood Service Center. <u>Late applications will not be accepted.</u>

2. Please make sure you are using the current year's application form.

3. Submit an **original and six (6) copies** of the application and attachments. All attachments must be 8-1/2" x 11-1/2" in size and printed **on one side only.** The organization's Chairperson or President must sign the original and copies of the application.

4. The application must be thoroughly completed. Answer all questions or indicate that a question is "not applicable."

5. Re-check the budget calculations. Are the figures placed in the correct columns? Is the math correct?

6. Is the project's match documented with written pledges that are included as attachments to the application?

7. Make sure you've correctly identified the project's contact person on the first page of the application, including their current address and phone numbers. This is the person who will be contacted if there are any questions about the project and/or the application/attachments.

8. **Notification.** Within 30 working days (about 6 weeks) of the application deadline, applicants are notified of award decisions and specific conditions, if any, that need to be met before a contract is executed.

9. **Contracting.** Within 60 working days (about 12 weeks) of the application deadline, an Agreement for Services, a contract between the neighborhood organization and the City, is finalized and signed, authorizing the project to begin. *The City has no responsibility to reimburse the organization for any expenses incurred before the Agreement is in place.*

Note: Awards will be rescinded for projects not ready for contracting within 60 working days of the application deadline.

City of Seattle Neighborhood Matching Fund Program
Small and Simple Projects Fund
2003 Application

Submit the **original and 6 copies** of the application form and attachments to the City of Seattle, Department of Neighborhoods, 700 3rd Avenue, Suite 400, Seattle, WA 98104-1848, (206) 684-0464, or to your local Neighborhood Service Center. **The application and copies must be received by 5:00 p.m. on or before one of the following dates:**
January 27, April 21, July 21, or October 20, 2003

Project Identification Information
Project Name:
Project Location:
Briefly describe the project in 50 words or less:

Neighborhood:		**District:**		**Sector**:	

Applicant Contact Information	
Applicant Organization:	
Project Contact Person:	
Mailing Address:	**Zip Code**:
Day/Work Phone:	**Evening/Home Phone:**
Home E-Mail Address:	
Work E-Mail Address:	

Project Funding Request Amounts	
TOTAL Small and Simple Projects Fund award request from the City:	$
TOTAL value of neighborhood match (neighborhood's contribution):	$

Supplemental Information	
Is this project referenced in a neighborhood plan (yes/no)? (The answer to this question does not affect the award decision.)	☐ YES ☐ NO
If yes, which plan?	
Does your organization have a current Neighborhood Matching Fund award?	☐ YES ☐ NO
If yes, what is the project?	

The signatory declares that s/he is the elected Chair or President of the applicant organization, assures that a majority of members of the organization's governing board have voted to undertake this project, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):   **Signature:**

Address/Zip: **Day Phone:**

1. **Describe your proposed project.**
   - What do you want to do?
   - Why do you want to do it?

2. **Neighborhood Involvement**
   - Demonstrate broad participation by neighborhood residents in your project by indicating how you contacted them, how many became involved, and what sectors of your community they represent.
   - Provide specific examples of how they participated in selecting and planning your project and how they will be involved in carrying out the project.

3. Community Building

- How is this a community building project, i.e. the project creates stronger bonds between neighbors and greater connections in your community?

4. Project Budget (see forms on pp 4-5)

It is helpful if in your budget you group together related items. For example, group tools such as hammers with material such as lumber and nails. The budget tables display 4 categories: Materials & Equipment, Personnel, Services, and Construction/Capital. You may have entries for all 4 categories or for just 1 or 2. If you have more line items than the grid provides for, use another sheet of paper (or add rows if you are using MS Word).

BUDGET FOR SUPPLIES & MATERIALS

Items such as street trees, lumber, postage, photocopies, permits, insurance.
Donated or in-kind materials and things can be included here.

A	B	C	D	E	F
Item Description	**TOTAL COST**	**City's Matching Fund Dollars**	**Neighborhood In-Kind (Donated Things)**	**Neighborhood Cash Match**	**Other Sources not Counted as Match**
Subtotal Supplies & Materials					

BUDGET FOR PERSONNEL

People you hire, supervise, and pay, OR volunteers such as project coordinator, fiscal sponsor, or secretary.
A volunteer group with project oversight such as a steering committee or planning group.

A	B	C	D	E	F
Item Description	**TOTAL COST**	**City's Matching Fund Dollars**	**Neighborhood In-Kind (Donated Time)**	**Neighborhood Cash Match**	**Other Sources not Counted as Match**
Subtotal Personnel					

BUDGET FOR SERVICES

Tasks you contract out to professionals such as landscape architect for a design or consultant to train board members.
Professional services can also be donated volunteer time.

A	B	C	D	E	F
Item Description	**TOTAL COST**	**City's Matching Fund Dollars**	**Neighborhood In-Kind (Donated Time & Services)**	**Neighborhood Cash Match**	**Other Sources not Counted as Match**
Subtotal Services					

BUDGET FOR CAPITAL

Often a comprehensive package to construct a physical improvement for which you will solicit bids
Items such as labor, heavy equipment, and construction materials to, for example, install a traffic circle.
This may include volunteer time and/or donated (in-kind) things.

A	B	C	D	E	F
Item Description	**TOTAL COST**	**City's Matching Fund Dollars**	**Neighborhood In-Kind (Donated Construction Package)**	**Neighborhood Cash Match**	**Other Sources not Counted as Match**
Subtotal Capital					

	B	C	D	E	F
BUDGET GRAND TOTALS					

4. Workplan

- List in chronological order specific steps you will take to complete this project.
- Next to each step, identify who will be responsible for carrying out the step or activity
- Estimate the date the step will be completed (month and year).

A. Step/Activity	B. Responsible Person/Group	C. Date Done

5. **Project Type**

Find your project type from the **5 TYPES listed below**. On Page 8, enter the project type and respond to the numbered points. In some instances, additional information about your project is requested; in others, attachments to the application are specified.

- **Neighborhood Planning and/or Design Project —**
  Produce a plan, design, or report outlining specific actions that will serve as a guide for future action in or changes to your neighborhood.
  1. Describe how your organization will implement your plan or address your findings.
  2. If there are other neighborhood plans for your neighborhood, explain how your plan will complement other planning efforts.
  3. If your project is a physical improvement plan or design, provide proof of property owner's permission to make your proposed improvement. If a City-owned property, that approval may come via review of application by related department, IF that department is already aware of your project.

- **Neighborhood Organizing Project —**
  Create, diversify, or enlarge the membership of a multi-issue neighborhood organization in a low-income neighborhood.
  1. Identify the geographic boundaries of your proposed project and provide data proving the neighborhood is predominantly low-income.
  2. Tell us if your project expands an existing group or creates a new one.
  3. Tell us what organizations already exist in your neighborhood and how yours will fill a gap not currently met by existing groups.

- **Neighborhood Physical Improvement Project —**
  Build or enhance a tangible (physical) improvement in your neighborhood.
  1. Provide proof of the property owner's permission to construct your proposed improvement. If a City-owned property, that approval may come via review of application by related department, IF that department is already aware of your project.
  2. Include information on how ongoing maintenance will be provided.
  3. If this project is proposed for Seattle Public Schools-owned property you must complete the school district's Self-Help Application. Attach a copy to your Small and Simple Projects Fund application.

- **Neighborhood Non-Physical Improvement Project —** (see description in Guidelines)
  1. Provide the start date, end date, and location of the proposed project.
  2. Provide proof of the property owner's permission to use the property for this purpose.

- **Public School Partnership Project —**
  Pilot or start-up program that directly benefits a public school and the immediate neighborhood.
  1. Describe how neighborhood residents, in addition to students, parents, and teachers of the school, have been involved in planning the project and how they will be actively involved in project implementation.
  2. Explain how neighborhood residents will benefit from the completed project.
  3. For a physical improvement project, Seattle Public Schools requires you to complete its Self-Help Application. Attach a copy of it to your Small and Simple Projects Fund application.
  4. For a project that is not a physical improvement, attach a letter of approval from the school principal.

5. **Project Type** Enter the project type and respond to the numbered points listed on page 7.

6. Attachments
   Attachments should demonstrate that your match is in place, the project is well-planned and ready to go, and the community supports the project.
   - Copies of documentation of all proposed match.
   - If appropriate, reproducible black-and-white copies of map, site plans, and/or construction drawings.
   - **All attachments must be 8-1/2" x 11" in size and printed on one side only.**

7. IF THE APPLICANT ORGANIZATION HAS NEVER APPLIED BEFORE for a Small and Simple Projects Fund award: Please describe your organization: number of members, geographic boundaries, mission, membership policy, accomplishments.

8. Other: Is there anything else the reviewers should know about your proposed project?

9. Fiscal Sponsor (Optional information, not required at time of submitting application.)

Fiscal Sponsor Organization (if different than applicant organization; if known at this time)

Fiscal Sponsor Contact Person   **Fiscal Sponsor Organization's Federal Tax ID Number**

Mailing Address   **Zip Code**

Day/Work Phone   **Evening/Home Phone**   **E-mail Address**

Match Pledge Form For: _____

(Name of Project)

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, or services as described below for the above project.

Name (Please Print)	Signature	Item or Number of Hours Pledged	Value	Kinds of Activities